



No.SO(Jud-I)HD/8-1(04)/2020-Corona/SO

GOVERNMENT OF SINDH

HOME DEPARTMENT

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Karachi, dated 14th April, 2020

ORDER

No.SO(Jud-I)HD/8-1(04)/2020-Corona. In view of the spread of corona virus and resulting disease (Covid-19) and deaths worldwide and also due to increasing number of cases in Pakistan as well as in Sindh the Government of Sindh passed orders from time to time under the Sindh Epidemic Disease Act 2014 (The Sindh Act VIII of 2015). In this regard, the Home Department, Government of Sindh imposed restrictions on all activities save essential services / office / industry. Whereas, the threat of Corona virus spread has still not vanished and the restrictions on social distancing and precautionary measures are still required to be in place. Whereas, there is also a need to balance such restrictions viz a-viz economic effects of such ban and restriction on the movement and gathering of people and to provide for economic activities within these restrictions.

Now, therefore in exercise of powers Under Section 3(1) of the Sindh Epidemic Diseases Act 2014 (The Sindh Act VIII of 2015) and in continuation of earlier orders of even number dated 2nd April 2020, the Government of Sindh issues following SOPs (Standard Operating Procedures) to be adopted by the persons and businesses-concerns that are specifically permitted to operate during the Covid-19 pandemic that the spread of corona virus and resulting disease and deaths are prevented.

Objective:

The objective of these SOPs is to ensure that all activities that are permitted to be carried on during the Covid-19 Pandemic (related to food/Agriculture, Medicine/Health, and such other related activities declared as essential for day to day life during this Pandemic or such other activities/operations that have been specifically allowed through an order by the Government) are carried on in a manner that ensures prevention of the spread of Corona Virus / Covid-19.

The essential steps required to prevent the spread of Covid-19 is the physical distancing between the persons at all the time with over three feet distance in between. That all the objects/items that are at public places or frequently used or touched by different people are disinfected with proper Covid-19 disinfectant solution and wiped clean after every use, as well as, cleaning/disinfection of work place.

Applicability:

These SOPs relate to only those activities/operations that have been specifically allowed through an order by the Government during the Covid-19 emergency. Within these permitted activities/operations these SOPs are applicable to all such individuals, business / workplaces etc. (including offices, shops, sale point, manufacturing/processing units, factories, mills, stores / warehouses or any place of business and work etc. as per applicable clauses related to them) as well as persons engaged therein (including Owners, CEOs, Heads, Managers, Site Manager, Sellers/Contractors, Workers/ staff, Customers etc as far as is applicable to them) who are all required to follow the directions / instructions as related to them and there shall be no exception.



A. General directions

1. No person is otherwise allowed to come out at any public place, without any (exception include persons for permitted businesses, Services and for seek assistance / treatment).
2. Travelling in groups without keeping a distance of over three feet between the is strictly prohibited. Pillion riding on motor bikes is therefore not permitted (except member of family already living closely in same household).
3. No more than two persons to travel in a car. Third person allowed only in case where person being carried requires such an attendant.
4. Persons coming out in public places for some necessity must necessarily wear a mask.
5. Adequate arrangements for hand disinfection by use of hand sanitizers (that meet minimum standard of containing at least 70% alcohol) and ideally, where possible, frequent hand wash with soap and water thoroughly washing hands for at least 20 seconds.
6. Use tissue paper, and properly dispose off, and sneeze/cough in elbow instead of openly in
7. All those suffering from flu, flu like symptoms, fever, dry cough and body aches must not go to any public place or any closed premises and must seek medical advice.
8. To carry and use hand sanitizers (or preferably hand washing with soap) after touching open public place item. Special care is taken that while using the ATM Machine / Credit / Card mobile machines, user must wipe the area to be touched with sanitizer before using washing /disinfecting hand with sanitizer after such activity.

B. Factory/ Workplace Measures

Any person who is owner, manager, in-charge or person responsible for any premises where go public visits or workers/staff works/perform duties has to ensure following:

1. General:

- i) The workers and staff are properly briefed on the Covid-19 and spread of disease and required precautions against the disease as well as symptoms of the disease and required of self-isolation and seeking proper medical advice.
- ii) Display at prominent places the instructions and awareness posters in Urdu, Sindhi and English (as per language commonly read/understood) for workers and staff and at entrance for visitors/ customers. Where necessary pictorial version of instructions and awareness poster may be used for labour class.
- iii) That the practice of handshake and greetings by physical contact in any manner is not allowed discouraged among worker/staff. Instead greetings by way of waving hands or bowing paying respect by folding both hands or placing right hand on the left side of the chest or other alternate method as per social and cultural norm should be advised.
- iv) Thermal guns are to be provided and used at the entrance to screen the entrants.
- v) Persons with high temperature or flu like symptoms and cough should not be allowed.
- vi) Entry & Exit points should be properly managed with sufficient staff.
- vii) Sufficient availability of hand-sanitizers or ideally hand washing facility to be ensured at entrance/ exit gates as well as in the office/workplace for all the staff/workers to use.
- viii) Large industrial units / business concerns to maintain trained medical staff / doctor for screening etc.
- ix) All such workplaces are required to have a register maintained of ALL the personnel (Management, staff, workers labourers whether permanent or temporarily hired etc.) engaged in any form of activity at that premises.

2. Distancing Measures:

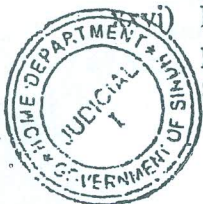
- x) Ensure that only minimal essential staff for the permissible activities/operation is engaged. Further, as far as is possible, engage in an online and work from home mode of operation.
- xi) No employee or worker over the age of 55 is called for work at work places.
- xii) Modify work stations or stagger hours to increase space between staff, visitors customers/clients. Also determine and display room/hall capacity for persons, keeping in the over three feet distance required to be kept between individuals.
- xiii) Reduce congestion by implementing staggered / phased arrival, departure, and break times
- xiv) Floor markings and dedicated staff to ensure proper queuing of customers/ workers/ labo is required so as to ensure proper queuing with distance between the persons. If necessary seating for handicapped may be provided for use by them while waiting like queues at b shops.

3. Workplace Cleanliness:

- xv) The workers/staff shall wear masks and hand gloves which are to be ensured in sufficient quantity by the Owner / CEO / Management.
- xvi) The items that are touched/ used by multiple users must be wiped clean with proper disinfectant after every use. This includes door handles, copy machines/printers, break rooms, re light switches, telephones, keyboards and machinery/equipment operated by workers/labourers/staff/customer after every use. Dedicated staff should be deputed for this purpose.
- xvii) The floor must be cleaned on a regular basis with disinfectant before and after every shift. Premises must be fumigated as required.
- xviii) Proper ventilation of work place and all places for workers/ staff/ customers is to be ensured.
- xix) All the waste from any process is to be properly disposed off and in no case thrown out in the premises.

4. Other areas / workplaces:

- xx) Ensure that during lunch or other breaks enough space is provided to workers/staff and floor markings, who should sit at a distance of at-least three feet apart or if the space is small the break be allowed to workers/staff in a phased manner.
- xxi) Area must be properly ventilated.
- xxii) That Prayer area to have no mats / rugs and only limited persons pray at one time with adequate spacing between them and that the floor is wiped clean before and after every use.
- xxiii) Toilets are to be kept clean and disinfected after use. Dedicated worker be employed to clean/disinfect after every use.
- xxiv) Canteen/Cooking/Baking places as applicable, to adopt same measures of disinfection including floor markings for those serving as well as those being served and use of disinfectant gloves, masks and head cover by the cook & serving persons. The utensils will be cleaned after every use. Raw material to be touched & prepared wearing gloves all the time as well as while serving.
- xxv) All the factory, mill owners etc. having residence of employees/workers within premises ensure similar measures for awareness and ensuring adherence by workers as well as of such facilities for cleanliness/disinfection at workers residing places in the premises.
- xxvi) In large workplace, specially with residential arrangement/area, within such place place must be ear-marked for isolation for symptomatic/ suspected individuals for screening/testing and/or transfer to a health facility for further management/treatment of individual(s).



- viii) The vehicle shall carry banner with specific instructions related to prevent COVID-19 infection.
- ix) It shall be the responsibility of the organization to ensure that all persons in wear protective face masks all the time while travelling.
- x) While travelling to and from the factory, the driver shall ensure that doors are opened and vehicle properly ventilated.
- xi) The vehicle shall be disinfected by using recommended disinfectant spray and water least once daily.

D. Goods Transportation into a workplace / Industrial Unit etc. :

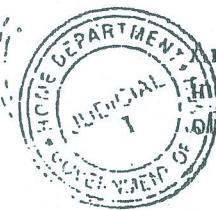
- i) Raw materials, dissembled parts of machinery and any other material required to be processed by an industrial unit for a finished product shall be only allowed to enter the industrial premises after the vehicle is completely sanitized and disinfected at the entry point.
- ii) Temperature of the drivers, conductors, loaders and other staff of the vehicle transporting materials shall be monitored at entry points along with other indicators of COVID-19 like flu, cough and muscular pain etc.
- iii) No person(s) associated with such vehicles having any or all symptoms of COVID-19 shall be allowed to enter the industrial unit or premises.
- iv) All material/goods received shall be properly sanitized and disinfected before its entry into industrial unit or premises is granted.
- v) Seating arrangement of such vehicle amongst the individuals occupying it shall be such that safe distance is maintained.
- vi) Individuals occupying such vehicles shall wash hands with soap before entry into an industrial unit or premises and subsequently their hands shall be sanitized. Viz Proper head gear, gown and masks shall be worn by the individuals occupying such vehicles. No person without proper gear shall be allowed entry to industrial unit or premises.

E. Further instructions

As may be issued by the government for further steps necessary to contain Covid-19 spread.

These SOPs / directions shall be enforceable immediately and shall remain in force till COVID-19 emergency is specifically declared to be over by an order or this order is withdrawn.

In view of importance of such measures to be fully in place for preventing spread of disease in concerned businesses / activities which are specifically permitted by an order to operate, the necessary measures to have all the required arrangements fully in place before starting their operations. That the operations shall only be permitted after an undertaking by the Owner / CEO that all requirements are fully in place and they are engaging in activity that is specifically permitted by the government and that they are responsible that no contravention takes place and that no action can be taken under relevant laws in case of any default including closure of such place and that in case there is spread of COVID-19 due to such activity they shall be responsible for treatment and welfare of worker / labourers / persons contracting the disease and any further action required for control of such spread. Such undertaking, along with the detailed particulars of all the persons who will be working/present at anytime of the operations, shall be deposited with the Commissioner DC of area with copies, thereof, to Home, Labour and Industries department.



Any person / owner/manager engaged in any permissible activity/ operation found violating any of the instructions contained in these SOPs shall be liable for action in accordance with law as per provisions of Sindh Epidemic Disease Control Act 2014. Any business unit/ shop/ store/ manufacturing

manufacturing unit found/reported violating the above instructions/Standard Operating Procedure shall have the permission given to them during Covid-19 emergency suspended immediately and work places may be closed.

Secretaries of respective departments viz. Industries, Labour, etc. who are entrusted with regulation/control of respective activities/function related to above as well as respective Deputy Commissioners are empowered under Section 3(1) of said Act to issue further orders, directions and notices to put this order into effect in letter and spirit and to clarify further for implementation (but not allow what is not permitted or disallow what is permitted). Any action required to be taken under this order may be taken if deemed necessary by taking representative of concerned Industrial Association (to be nominated by the concerned President).

A team of officers / inspectors of administration, industries and labour department duly authorized Deputy Commissioners or Secretaries concerned may check the place any time for compliance with directions issued by Government.

Deputy Commissioner, Assistant Commissioner, Labour Officer concerned as well as police and Law Enforcement Agencies not below the rank of Inspector Police (or of equivalent rank for Enforcement Agencies are empowered under Section 3(1) of the said Act to take any legal action under any Act in contravention of this order or directions/notices issued there under and include under Section 188 of Pakistan Penal Code 1860. Further legal action can also be taken under Labour, Industrial and other applicable laws.


(DR. MUHAMMAD USMAN CHAC
Additional Chief Secretary (Hon

No. SO(J-I)/HD/8-1(04)/2020-Corona

Karachi, dated the 14th April

A copy is forwarded for information and necessary action to:

1. The Principal Secretary to Governor Sindh, Karachi.
2. The Principal Secretary to Chief Minister Sindh, Karachi.
3. The Director General, Pakistan Rangers, Sindh, Karachi.
4. The Senior Member, Board of Revenue, Sindh, Karachi.
5. The Chairman, Planning & Development Board, Karachi.
6. The Chairman, Anti-Corruption Establishment, Sindh, Karachi.
7. All the Administrative Secretaries of Government of Sindh.
8. The Inspector General of Police Sindh, Karachi.
9. The Additional Inspector General of Police (Karachi, Hyderabad, Sukkur).
10. The Commissioner (all) in Sindh.
11. The Secretary to Govt. of Sindh, Labour/Industries Department, Karachi.
12. The Deputy Inspector General of Police (all) in Sindh.
13. The Deputy Commissioner (all) in Sindh.
14. The Senior Superintendent of Police (all) in Sindh.
15. The Director, Press Information Department, Government of Sindh, Karachi.
16. The Deputy Secretary (Staff) to Chief Secretary, Sindh, Karachi.
17. The Superintendent, Sindh Government Printing Press, Karachi for publication of Government Gazette and provide copies thereof.
18. All concerned through respective departments.
19. Office Copy.

✓ Deputy Secretary / Focal P

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